



# Brown-Nicollet Environmental Health

(Including Cottonwood and Watonwan Counties)

622 South Front St. ~ Saint Peter, Minnesota 56082

☎ 507-934-7089 • 📠 507-934-7170

## 2023 Special Event Camping Area Application

### Applicant Information

Organization: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ *(License will be mailed to this address)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Is your group a 501(c) non-profit organization?  Yes  No

### Event (s) Information

Name of Event: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

### Park / Camp Information

Number of Special Event Area Camping Sites Applied for: \_\_\_\_\_

Type of Water Supply (check one):

Municipal Water Supply  Private Well Water / Unique # \_\_\_\_\_

Type of Sewage Treatment (check one):

Municipal Treatment  Private Sewage Treatment System

Specify the Number of Fixtures, if Provided:

	Flush Toilets	Privies	Showers	Urinals	Sinks
Men					
Women					

### CHECK LIST FOR SPECIAL EVENT CAMPING LICENSE APPROVAL:

- One complete set of plans showing the boundaries of the entire tract of land upon which the MHP or RCA is to be located. Show locations of existing facilities including permanent buildings and dimensions; location of landforms on the property (waterfront, bluffs, wetlands, etc.); the location of all wells and on-site sewage treatment systems with distances between each system; water and sewer lines and electrical hook-ups with distances between each; locations of all roads and driveways, public and private; location of parking area; location and type of night lights; and any other pertinent information.
- Separate plumbing plans must be submitted for any new plumbing installations including all water and sewer lines and on-site sewage treatment systems, if provided. All plumbing must be installed in accordance with the Minnesota Plumbing Code. Contact the Department of Labor and Industry, Plumbing Unit, at 651-284-5063 for more information.
- A copy of the land use permit, zoning permit or statement from the local unit of government granting zoning approval for the use or expansion of the land as a MHP or RCA.
- The sewage treatment system must comply with all applicable state rules. Submit a copy of the certificate of compliance

**Park / Camp Information - continued**

Submit additional information/methods for water and or sewer if not available on-site.

Submit the layout of the proposed camping area including site dimensions, site placement and distance to restrooms.

**License Definition & Fee Schedule**

**Make checks payable to: Brown-Nicollet Environmental Health**

**(Applications must be received 2 weeks prior to event - License will not be provided until payment is received)**

**\$50.00 Special Event Camping Area License** \_\_\_\_\_

Special Event Camping Areas are recreational camping areas as defined in Minnesota Statute, Chapter 327, section 327.14, subd. 8, used for 14 consecutive days or less, and not more than twice annually by people attending or working at events such as county fairs, flea markets, music festivals, sporting events, or other community festivals or gatherings.

**For Office Use Only:  
Received:**

Check # \_\_\_\_\_  
License # \_\_\_\_\_  
County: \_\_\_\_\_

**Applicant Signature**

Based on the information provided herein, I understand that a temporary camping license is required for this event. I further understand that my application will be considered only for the number and dimensions of the sites specified. Brown-Nicollet Environmental Health must be notified of any deviations or changes to this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Mail or Deliver application and payment at least 2 weeks prior to the event to:**

Brown-Nicollet Environmental Health  
622 S. Front Street  
St. Peter, MN 56082

**Please Do Not Write Below This Line**

**FOR OFFICE USE ONLY**

This application is approved only for the operation as specified above. Additional approval is required for any deviations.

\_\_\_\_\_  
*Environmental Health Specialist*

\_\_\_\_\_  
*Date*

### Special Event Camping Areas must meet the following guidelines:

- (1) Recreational camping vehicles and tents, including attachments, must be separated from each other and other structures by at least seven feet.
- (2) A minimum area of 300 square feet per site must be provided and the total number of sites must not exceed one site for every 300 square feet of usable land area.
- (3) Each site must abut or face a driveway or clear unoccupied space of at least 16 feet in width, which space must have unobstructed access to a public roadway.
- (4) If no approved on-site water supply system is available, hauled water may be used, provided that persons using hauled water comply with Minnesota Rules, parts 4720.4000 to 4720.4600.
- (5) Non-buried sewer lines may be permitted provided they are of approved materials, watertight, and properly maintained.
- (6) If a sanitary dumping station is not provided on site, arrangements must be made with a licensed sewage pumping service to service recreational camping vehicle holding tanks as needed.
- (7) Toilet facilities must be provided consisting of toilets connected to an approved sewage disposal system, portable toilets, or approved, properly constructed privies.
- (8) Toilets must be provided in the ratio of one toilet for each sex for each 150 sites.
- (9) Toilets must be not more than 400 feet from any site.
- (10) If a central building or buildings are provided with running water, then toilets and handwashing lavatories must be provided in the building or buildings that meet the requirements of this subdivision.
- (11) Showers, if provided, must be provided in the ratio of one shower for each sex for each 250 sites. Showerheads must be provided, where running water is available, for each camping event exceeding two nights.

## Guidelines: For Applicant Use

(12). Central toilet and shower buildings, if provided, must be constructed with adequate heating, ventilation, and lighting, and floors of impervious material sloped to drain. Walls must be of a washable material. Permanent facilities must meet the requirements of the Americans with Disabilities Act.

(13). An adequate number of durable, covered, watertight containers must be provided for all garbage and refuse. Garbage and refuse must be collected as often as necessary to prevent nuisance conditions.

(14). Campgrounds must be located in areas free of poison ivy or other noxious weeds considered detrimental to health. Sites must not be located in areas of tall grass or weeds and sites must be adequately drained.

(15). Campsites for recreational vehicles may not be located on inclines of greater than eight percent grade or one inch drop per linear foot.

(16). A responsible attendant or caretaker must be available on site at all times during the operation of any special event recreational camping area that has 50 or more sites.

### For Further Information Contact:

- ◆ Jesse Harmon (507) 934-7096  
[Jesse.harmon@co.nicollet.mn.us](mailto:Jesse.harmon@co.nicollet.mn.us)
- ◆ Becky Thomes (507) 934-7090  
[Rebecca.thomes@co.nicollet.mn.us](mailto:Rebecca.thomes@co.nicollet.mn.us)

